

501101-01
APPLICATION FOR RECORDS RETENTION SCHEDULE4374-21
13
OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date		Georgia P.O.S.T. Council 4301 Memorial Drive - Suite 1 Decatur, Georgia 30032	Application Number	
September 25, 1984			77-400-A	
Application Number			Date Received	Date Completed
			NOV 01 1984	NOV 27 1984
2. Person to Contact		Working Title	Telephone Number	
Cpl. Frankie H. Lovvorn		Certification Unit	296-4006/4009	
3. Action Requested				
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.				
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.				
c. <input checked="" type="checkbox"/> Amend Application No. 77-400 A Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series		5. Records Series Title (followed by title used in office; if different)		
Earliest	Latest			
1970	Present	Georgia Peace Officer's Certification Case Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?				
<p>To certify Peace Officers based on pre-employment standards (including a pre-employment examination - effective 07/01/77) and upon satisfactory completion of basic law enforcement training course and to withdraw or suspend certifications based on law or council rules. To certify schools, training facilities, program and courses, school directors and instructors, to suspend or revoke such certifications based upon annual re-evaluation or failure to meet standards set forth and to facilitate and promote training through establishing and recommending training curricula.</p>				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.				
Documents relating to: determining whether candidates for Peace Officer certification have met requirements for certification as set forth in the Georgia Peace Officers Standards and Training Act and to maintain case files on those officers				
Included are: who become certified.				
case files for each candidate containing Application (PF1), Attestation (PF1A), Background Investigation (PF3), Medical Examination (PF4), Birth Certificate, High School Diploma, fingerprint cards, proof of Mandate Training (PF2), and related material.				
File is arranged: numerically by case number				
8. Monthly Reference Rate How often are records referred to which are:				
One to six months old <u>15</u> ; Seven to twelve months old <u>20</u> ; Thirteen to twenty-four months old <u>25</u> ;				
twenty-five months and older <u>30</u> ?				
9. Annual Rate of Accumulation of Records				
Letter-size drawers <u>8-10</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____				
only have 5 file drawers; when these are full, we begin boxing records to make room for the remaining files.				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. GA Peace Officer Standards and Training Act - Section O.C.G.A. 35-8-15
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? headquarters of the law enforcement unit
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | | | |
|--------------------------|----|--------|-----------------------------------|----|--------|
| a. State Law | 60 | years. | d. Audit period | | years. |
| b. Statute of limitation | | years. | e. Administrative need | 60 | years. |
| c. Federal law | | years. | f. Federal retention instructions | | years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Persons required to comply with certification provisions cannot be employed or appointed by any law enforcement unit without certification from the Council... (Ga. Code Ann. 35-8-10). Records are needed during working life of employee in the event the Council must bring civil action against the employee or law enforcement unit for failure to comply... (Ga. Code Ann. 35-8-17)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each: 35-8-17)

☐ Calendar Year; ☐ Fiscal Year; ☒ Other EVERY 6 MTHS. OF CURRENT then, YEAR

☐ Hold in the current files area _____ month(s) _____ year(s); then (See Below)

☐ Transfer to local holding area, hold _____ year(s); then

** ☒ Transfer to State Records Center; hold 59 1/2 year(s); then

** ☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

Pending Certification File: Cut off files at end of each calendar year; hold in CFA 18 months, then return file documents to candidate, they destroy corresponding reference card.

Certified Case Files: Cut off files at end of six months, transfer immediately to State Record Center; hold 59 1/2 years then destroy. Hold corresponding reference card in CFA until information from Certified Case Files is placed on computer; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>		<i>[Signature]</i>	10/31/84
77-400A 11/27/84		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	11-19-84
		Secretary of State/Designee	11/13/84
		Attorney General/Designee	11/20/84

50111-01
APPLICATION FOR RECORDS RETENTION SCHEDULE7074-21 (X 13)
OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address GA Peace Officers Standards & Training Council - Certification Unit 4301 Memorial Drive - Suite 1 Decatur, Georgia 30032	Application Number 77-400-A	
Application Number		Date Received DEC 14 1983 JAN 11 1984	Date Completed AUG 10 1984
2. Person to Contact Cpl. Frankie H. Lovvorn		Working Title Certification Unit Telephone Number 296-4006	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>77-400</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest <u>1970</u> Latest <u>Present</u>		5. Records Series Title (followed by title used in office; if different) GA Peace Officer Certification Case Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? To certify Peace Officers based on pre-employment standards (including a pre-employment examination - effective 07/01/77) and upon satisfactory completion of basic law enforcement training course and to withdraw or suspend certifications based on law or council rules. To certify schools, training facilities, program and courses, school directors and instructors, to suspend or revoke such certifications based upon annual re-evaluation or failure to meet standards set forth and to facilitate and promote training through establishing and recommending training curricula.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: determining whether candidates for Peace Officer certification have met requirements for certification as set forth in the Georgia Peace Officers Standards and Training Act and to maintain case files on those officers who become certified. Included are: case files for each candidate containing Application (PF1), Attestation (1A) Background Invs. (PF3), Medical Exam. (PF4), Birth Certificate, High School Diploma, fingerprint cards, proof of Mandate Training (PF2), and related material. Also included are card reference files for Pending Certification and Certified Case Files. File is arranged: Numerically by case number			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>seldom</u> ; Seven to twelve months old <u>seldom</u> ; Thirteen to twenty-four months old <u>often</u> ; twenty-five months and older <u>often</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>7-8</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____ *only have 5 file drawers; when these are full, we begin boxing records to make room for the remaining records*			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. GA Peace Officer Standards and Training Act - Section OCGA-35-8-15
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Headquarters of the law enforcement unit
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|------------------|-----------------------------------|------------------|
| a. State Law | <u>60</u> years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>60</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Persons required to comply with certification provisions cannot be employed or appointed by any law enforcement unit without certification from the Council... (Ga. Code Ann. 35-8-10)
Records are needed during working life of employee in the event the Council must bring civil action against the employee or law enforcement for failure to comply... (Ga. Code Ann. 35-8-17)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off ~~at the end of each~~

☐ Calendar Year; ☐ Fiscal year; ☒ Other SEE BELOW

year

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Pending Certification File: Cut off files at end of each calendar year; hold in CFA 18 months, then return file documents to candidate, then destroy corresponding reference card.

Certified Case. Files: Cut off files at end of each calendar year; hold in CFA 6 months; then transfer to SRC; hold 59 1/2 years, then destroy. Hold corresponding reference card in CFA until information from Certified Case Files is placed on computer; then destroy

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Samuel R. Carter</i>	<i>12/12/83</i>	<i>Omia Lee Wilson CRM</i>	<i>12/12/83</i>
77-400A 8/10/84		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
		<i>Edward Weiden</i>	<i>8-8-84</i>
		Secretary of State/Designee	Date
		<i>Edward Weiden</i>	<i>8/6/84</i>
		Attorney General/Designee	Date
		<i>Edward Weiden</i>	<i>8/16/84</i>

4374-21713



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Peace Officers Standards & Training Council - Certification Division 4301 Memorial Drive - Suite 1 Decatur, Georgia	Application Number	77-400
Application Number		Date Received SEP 14 1977	Date Completed OCT 4 1977
2. Person to Contact Wallis D. Fielding, Lt.		Working Title Chief, Certification Division	
		Telephone Number 656-6134	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest July 1970 Present		5. Records Series Title (followed by title used in office; if different) Georgia Peace Officer's Certification Case Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? To certify Peace Officers based on pre-employment standards (including a pre-employment examination - effective 7-1-77) and upon satisfactory completion of basic law enforcement training course and to withdraw or suspend certifications based on law or council rules. To certify schools, training facilities, program and courses, school directors and instructors, to suspend or revoke such certifications based upon annual re-evaluation or failure to meet standards set forth and to facilitate and promote training through establishing and recommending training curricula.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: determining whether candidates for Peace Officer certification have met requirements for certification as set forth in the Georgia Peace Officers Standards and Training Act and to maintaining case files on those officers Included are: case files for each candidate containing Application (DPS-158), Background Investigation Report (DPS-100), Medical Examination Report and Physicians Affidavit (DPS-161), Birth Certificate, High School Diploma (copies), Fingerprints, Proof of Mandate Training, and related material. Also included are card reference files for Pending Certification and Certified Case Files.			
File is arranged: Numerically by case number			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>4</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old _____; twenty-five months and older <u>seldom?</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>5</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Peace Officer Standards and Training Act - Section 92A-2112
	X	c. Is this a vital record?
		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Headquarters of the law enforcement unit.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept: 60
60

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 60 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Records have value during working life of employee for court proceedings.
(Ga. Peace Officer Standards and Training Act Section 12)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other SEE BELOW then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify) Pending Certification File: Cut off files at end of each calendar year; hold in current files area 18 months, then return file documents to candidate, then destroy corresponding reference card.
- Certified Case Files: Cut off files at end of each calendar year; hold in current files area 1 year, then transfer to State Records Center; hold 59 years, then destroy. Hold corresponding reference card in current files area until information from Certified Case Files is placed on computer; then destroy.

Concur
() Nonconcur

David R. Camer
Director of Georgia Peace Officers Standards and Training Council

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	10/4/77	<i>Lee Wilson CRM</i>	9/9/77
77-406		State Records Committee (Signature)	
Recommendations in paragraph-12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	9-29-77
		Secretary of State/Designee	9-27-77
		Attorney General/Designee	10-3-77